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**SWA ORGANIZATIONAL CHARTER**

**Mission and Purpose**

To reconnect alumni of Partners in Policymaking (PIP) and Youth Leadership Forum (YLA) in order to increase engagement and combine our efforts to ensure better opportunities for all Virginians with disabilities.

**Scope of Authority**

The Southwest Virginia Alumni Regional Chapter operates under the auspices of the Alumni Development Program (ADP) of the Virginia Board for People with Disabilities (VBPD).­

**Membership and Structure**

1. Members
	1. Individuals are graduates of the Partners in Policymaking Program (PIP) and/or the Youth Leadership Forum (YLA)
		1. Rights
			1. To have an opportunity to advocate for your needs and concerns
			2. To elect officers of the chapter
		2. Responsibilities
			1. Attend & participate in meetings
			2. Contribute ideas & actively participate in projects to achieve the goals and objectives of the group
			3. Contribute to the development of the annual work plan & annual report
			4. Actively promote the chapter and any corresponding events
			5. Recruit and assist other members
2. Membership
	1. Active Members
		1. Commit to attending 50% or more of the chapter meetings and chapter activities
		2. Benefits of Active Members (Contingent upon the availability of funds)
			1. Access to Respite or Personal Care Assistance
			2. Access to Travel Reimbursement
			3. Access to Resources through direct connection with the Virginia Board for People with Disabilities
	2. Inactive Members
		1. Absent for more than 50% of the chapter meetings and chapter activities
		2. No Access to the Active Member’s Benefits
3. Meetings and Activities
	1. The SWA Chapter will have at least 4 meetings per calendar year
		1. The SWA Chapter will host meetings in various locations across southwest Virginia to maximize participation for chapter alumni
	2. The SWA Chapter will host/promote at least 4 events per calendar year
	3. Meeting and/or event requirements may be decreased due to extenuating conditions (e.g. inclement weather)

**Officers**

1. Positions
	1. Co-Chairs (2)
		1. Be an active member
		2. Convene and oversee regular and special meetings
		3. Ensure that all documentation and reporting is completed in a timely fashion
		4. Create and appoint members to necessary ad-hoc work groups
		5. Appoint any replacement officers or hold a Special Election if needed
		6. Works in collaboration with Alumni Program Assistant to coordinate meeting logistics, menus and chapter agendas
		7. Communicate with agency leadership as needed
	2. Secretary
		1. Be an active member
		2. Takes action oriented minutes of each meeting and ensures that a copy of the minutes are available for distribution in a timely matter.
		3. Manages all of the SWA Chapter records and supporting documents
		4. Assists Co-Chairs with logistical needs for all SWA meetings and events
2. Tenure
	1. All officers are expected to serve for 2 active years and 1 additional year to coach the incoming officers for a total of a 3-year term.
3. Removal from Office
	1. Any officers will be removed from their office if they become an Inactive Member.
4. Elections
	1. Elections will occur every 2 years
	2. Elections will occur during the first SWA Chapter meeting after the start of the fiscal year (after July 1)
	3. Voting process to be determined by SWA Chapter officers and shall allow all Active Members the ability to participate
5. Special Elections
	1. Special Elections will occur if requested by the majority of officers to fill any officer vacancy
	2. Special Elections will occur during a regular SWA Chapter meeting

**Committees**

1. Committees will be formed as needed by the Co-Chairs
2. All Committee members will be appointed

**Documentation and Reporting**

1. Required Documents
	1. All Required Documents will need to mailed or delivered to the Agency within 48 hours after the close of the meeting/event
	2. Required Documents are as Follows:
		1. Program Information Sheet
			1. Administered to new SWA Chapter members
			2. Does not include family members who are not graduates of the Partners in Policymaking (PIP) or the Youth Leadership Forum (YLA)
		2. Sign-in Sheet
			1. Circulated at the beginning of all SWA Chapter meetings
			2. Circulated at all SWA Chapter events as appropriate
		3. Minutes
			1. Includes the following details:
				1. Meeting Agenda
				2. Date
				3. Meeting Location
				4. Time started and adjourned
				5. Number of people in attendance (differentiate between SWA Chapter members and family members)
				6. Actionable items discussed and voted upon
		4. Meeting/ Alumni Development Program Survey
			1. Distributed at the conclusion of each SWA Chapter meeting or event if appropriate
			2. Survey responses are optional, but highly encouraged
	3. Other Documents are as Follows:
		1. Transportation Forms
			1. Shall be completed per Agency Guidelines
			2. Shall be collected by the Secretary at the conclusion of the SWA Chapter meeting/event
		2. Respite/Personal Care Attendant Form
			1. Shall be completed per Agency Guidelines
			2. Shall be collected by the Secretary at the conclusion of the SWA Chapter meeting/event

**Code of Ethics**

All members and officers are expected to adhere to the Code of Ethics as outlined by the Virginia Board for People with Disabilities Training Alumni Association.